

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 200**

#### **Subsection: Medical, Dental or Optical Appointments-(MDA) Revised February 05**

**Reference:** IDAPA 15.04.01.240.04

#### **Purpose:**

To clarify the Idaho School for the Deaf and the Blind's policy on the use of Medical, Dental or Optical Appointments (MDA) administrative leave time.

#### **Policy:**

Employees are allowed up to two (2) hours for each occasional appointment without charge to sick leave for personal or family-member medical, dental or optical examination or treatment. Occasional appointments are those which are traditionally considered to be preventative, wellness related, or diagnostic. Ongoing treatment for physical or mental illness is not covered by MDA. Use of this benefit may be limited by the appointing authority on a case by case basis where frequency of use is impeding organizational effectiveness or misuse is suspected. If more than two (2) hours are needed for appointments additional time may be charged to sick leave. An employee must be at work either before or after an appointment to be eligible for the two hour MDA allowance. If an employee attends a medical appointment while absent from work because of illness, the medical appointment time is reported as sick leave rather than MDA. If an employee has two appointments in one day, they must furnish a note from both doctors. MDA leave can be used for appointments scheduled with the State of Idaho Employee Assistance Program (EAP) provider. MDA leave will be monitored for appropriate use.

#### **Procedure:**

As with any other form of leave, employees shall notify their supervisor in advance of any scheduled medical, dental or optical appointments. Employees, particularly those with flexible work schedules, are encouraged to schedule their appointments at times that are least disruptive to school or office operations. A leave slip request for approval in advance is required. It is the employee's responsibility to request the appropriate type of leave according to the Division of Human Resources' administrative rule. Supervisors are required to ask employees if the appointment falls within the definition of an "occasional" appointment before they approve MDA leave. Actual MDA leave used is reported on the employee's timesheet.

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Revised/Approved – February 2005  
Harvey W. Lyter III, Interim Superintendent